



CITY OF SHREVEPORT
CLASS SPECIFICATION
Unclassified Position
Assistant City Attorney

EFFECTIVE: 01/01/2022
DATE ADOPTED:

GRADE: Unclassified
CLASS NO:

PAY RANGE **Commensurate with experience**

ESSENTIAL DUTIES:

Serve as legal advisor to the Mayor, City Council, department heads and division heads of the City of Shreveport. Also provide legal assistance to various boards, commissions, and agencies of the City of Shreveport. Duties will include reviewing contracts, agreements, and other legal instruments, preparing resolutions and/or ordinances for the consideration by the City Council. Represents the City in litigation to which the City has an interest, prepares legal pleadings, attend court hearings, depositions, trials. Assisting in the formulation of the City policies and procedures and reviewing stated legislation. May serve as backup prosecutor for all traffic, municipal ordinance violations, DWI's and state criminal charges in Shreveport City Court.

MINIMUM QUALIFICATIONS:

A member in good standing with the Louisiana State Bar.

Applicants should send resumes to:

City of Shreveport
City Attorney's Office
Attention: Danielle N. Brown
P. O. Box 31109
Shreveport, LA 71130

Or email Danielle.Brown@shreveportla.gov

Please do not call.